

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Data Processing Assistant II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides clerical support to the department. Answers telephone inquiries, maintains and updates records, prepares reports, and provides information and assistance as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs clerical duties by typing documents and reports, transcribing dictation, entering data into the computer, preparing spreadsheets, processing paperwork, ensuring the accuracy of records, coordinating meetings, taking minutes, providing supplies and verifying meeting attendance, updating mailing lists and files, processing incoming and outgoing mail, maintaining supply inventory, and answering and directing telephone calls.
2	M	Performs financial support to the department by processing purchase orders, cash receipts and invoices, monitoring payroll, disbursing checks, issuing stop payment orders and keying in financial documents.
3	S	Provides specialized support to units including fraud, child protective services, food stamps, personnel and legal services by managing court hearings, setting up and monitoring records, setting up and reviewing cases, tracking appeals, assisting workers in assignments, and providing assistance to Granby Building by monitoring security.
4	S	Performs related duties by coordinating access to the system, administering passwords and acting as a liaison between departments for phone orders and problems.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two years experience in clerical work and information systems.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read memos, policies, procedures, manuals, instructions, transmittals, reports, email, case materials, forms, documents, correspondence and directories.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, send emails, chart information, compose letters, record messages and data requested.
Managerial	Managerial responsibilities include prioritizing daily activities and preparing for various meetings and seminars.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, filing, seminars
Sitting	C	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, distributing mail, issuing supplies, to/from office equipment
Lifting	F	Boxes of supplies, paper reams, file folders, mail, manuals
Carrying	F	Boxes of supplies, paper reams, file folders, mail, manuals
Pushing/Pulling	F	Chair, file cabinet drawers, pushcart, boxes
Reaching	F	Retrieving office supplies, files, into mail slots
Handling	F	Office supplies, paper reams, file folders, mail, manuals, documents
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	O	Filing, stocking supplies, opening boxes, refilling paper in copy machine
Crouching	O	Plugging/unplugging office machinery, stocking supplies, filing
Crawling	N	
Bending	F	Filing, stocking supplies, lifting boxes, refilling paper in copy machine
Twisting	O	Issuing supplies, reaching into mail slots, answering telephone, filing
Climbing	O	Step stool, stairs
Balancing	O	Step stool, stairs
Vision	C	Computer, desk work, reading, driving
Hearing	C	Staff, supervisor, vendors, clients, post office, schools, hospital, telephone, meetings
Talking	F	Staff, supervisor, vendors, clients, post office, schools, hospital, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, laser or inkjet printer, office supplies, shredder, fax machine, computer, Standard Microsoft Windows and Office software, Swintec 7040, typewriter, calculator, postage machine, push cart, dolly, telephone, Advantage Desktop 2.0, Internet Explorer, vehicle, State Computer Access, ADAPT 1&2, IBM Sessions 1&2, NADA Express

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	M
Communicable Diseases	S	Darkness or Poor Lighting	M
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)